

# ARTISTS IN SCHOOLS/COMMUNITIES

## RESIDENCY SPONSOR GRANTS

The Artists in Schools/Communities (AiS/C) residency program supports artist residencies for a minimum of five days in one or more arts disciplines. Sponsors select artists in a variety of art disciplines from those listed in the NAC's Artist Directory. These artists have undergone an application review and selection process.

During the course of the residency, the artist(s) involves participants in hands-on arts activities, demonstrations and performances. One planning session is scheduled for the artist and the sponsor before the start of the residency. During the residency the artist also conducts a teacher in-service session, offers suggestions for follow-up activities, and serves as a resource to the sponsor for curriculum development.

### Eligibility

Any Nebraska public or private school or nonprofit community organization is eligible to apply. College- and university-based projects may be funded only when participation by the public is sought in significant numbers. Organizations may apply for a maximum of two AiS/C grants per fiscal year.

### Deadlines

#### If Your Request is under \$2,500:

- You can submit your application six weeks before the start date of the proposed residency.

#### If Your Request is over \$2,500:

Your application must be postmarked

- March 1 for residencies occurring between July 1, 2003, and June 30, 2004.
- October 1 for residencies occurring between January 1, 2004, and June 30, 2004.

Applications must be postmarked (not metered) by the deadline, or delivered to the NAC office by 5:00 p.m. that date. If the established deadline falls on a weekend or official state holiday, the accepted postmark will be the following regular working day.

### Consortium applicants

Sponsors of more than one residency site per application such as Educational Service Units, school districts, and local arts councils are considered **Consortium**

**Applicants.** These applicants must submit a Residency Sponsor Application (pages 23-24) for each individual residency. However, all budget information may be compiled on one budget summary page (page 25). All sites must be itemized on a **Consortium Residency Addendum** (pages 26-27)

### Organizations of Color

An applicant organization that qualifies under the multicultural guidelines on page 3 of this Grant Book may request a grant of 70 percent of the artist's fee and travel per diem. The applicant organization must pay the remaining 30 percent of the artist's fee and travel per diem in cash and show this in the budget.

### Company residencies

The applicant and a representative from the performing arts company negotiate an appropriate fee. The applicant may request from the NAC up to 50 percent of the cash expenses for the following residency costs: company fee, travel, local housing, accompanist, local production costs (less estimated admission fees from the general public). The minimum residency length is 5 days.

### Residency lengths

Residencies must be at least five days long, with no more than four contact hours per day, and should include a planning session. Residencies may be scheduled for non-consecutive days.

Longer residencies allow maximum, in-depth sponsor and artist involvement, and multiple core groups may participate. Core groups must be in one site, and outreach activities may extend to a limited number of additional sites. Artists may not be scheduled to conduct more than one residency at a time.

### Compensation and travel fees

The artist will be paid directly by the residency sponsor on or before the last day of the residency. Payment is calculated on a per day fee with the addition of travel per diem, if applicable, as follows:

Artist Fee : \$150/day

\*Travel/per diem: \$50/day

\*Calculated from the artist's home to the residency site. If the artist must travel more than 30 miles from his/her home to the residency site, then travel per diem expenses must be added to the artist fee and included in the budget. NAC funds cannot be used to pay travel expenses for artists who reside less than 30 miles from the residency site.

## Residency tips and pointers

The following information will assist you in developing a successful residency proposal. Grant applications are reviewed for funding according to these criteria.

### Goals, Objectives & Planning

**Goals:** Applicants should cite specific, measurable, comprehensive goals for the residency which explain why they want to sponsor a residency and what they wish to accomplish. Residency goals and objectives should enhance the existing curriculum and/or programs for the participants.

**Planning:** Before the residency begins, the artist and sponsor should meet to discuss residency goals, objectives, scheduling, etc. Where possible, an on-site planning session should be scheduled with the artist. If an on-site planning session is not possible, the application should include a description of alternate planning methods.

**Planning Committee:** A broad-based planning committee committed to the residency's success is helpful in assessing the schools or community's needs, garnering financial support and ensuring the residency's long-term impact.

- This committee should include the school principal and at least one classroom teacher (if the residency site is a school). Other participants in the planning process could include PTA/PTO, other teachers, local arts council representatives, interested community members, representatives from social service agencies, libraries, local businesses, city government, ESUs and school boards.
- A survey of teachers, students and community members can pinpoint strengths and pressing needs to be addressed during the residency.

### Activities and Format

**Activities:** Activities should involve the school & community, such as performances, student/artist exhibits, lecture demonstrations or open house events. Artists are resources that can contribute to many areas of the curriculum.

- An artist can collaborate with arts staff and classroom teachers to conduct and build new programs.
- Artist-lead activities can be effective in achieving outcomes specified in the local school district's education reform and improvement plans.
- The artists can also team-teach with teachers and contribute to curriculum and instructional and/or assessment strategies.

**Core Groups:** At least one core group should be identified to ensure an in-depth arts experience. A core group is a small group that meets with the artist in repeated sessions, utilizing at least 20 percent of the artist's total residency schedule. Core groups should be selected with specific outcomes for what the group is to achieve and/or know by the residency's end.

**Teacher In-service:** For schools, the residency should include at least one in-service session between the artist and faculty/staff during which the artist shares specific activities related to the artistic discipline. For community organizations, a meet-the-artist session is recommended to review the goals and objectives of the residency with staff and/or volunteers. This is to provide the sponsor with insight into the artist's work and for the artist to provide suggestions for follow-up activities to continue the impact of the residency. An in-service session is not a "planning period."

### Residency Requirements

The following requirements help ensure an effective and exciting residency project.

**Artist Selection:** Residency sponsors must select artists from the Artist Directory. Applicants should name an eligible artist. Those interested in non-directory artists, including arts companies, should contact the NAC office.

**Supplies:** Sponsors must assume the total cost of supplies for residency participants. These costs should be included as you plan your budget.

**Schedule:** The sponsor schedules the artist for a maximum of 4 hours of contact time with residency participants per day. In most cases, this means four 1-hour sessions or five 45-minute sessions. Note that the days do not necessarily have to be consecutive. If the residency is scheduled on non-consecutive days, provide a detailed schedule of residency dates and a description of efforts to ensure continuity.

**Teacher in the Classroom:** A teacher, or other staff member, must be present in the classroom during all residency activities to maintain a productive working environment and to enable successful follow-up activities.

**Studio Space:** If possible, the sponsor needs to provide studio space for the artist so that residency participants can observe the artist working on his or her own art. If the artist does not require this space, then the sponsor should supply storage space for the artist's equipment or practice space for the artist, if needed.

# ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY SPONSOR APPLICATION

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**Instructions: Please read carefully.**

**Requests under \$2,500 submit TWO copies of:**

- ☐ NAC Grant Application Cover Page (page 15)
- ☐ Project Statistics (page 7)
- ☐ Accessibility Checklist (page 18)
- ☐ Residency Sponsor Application (pages 23-24).
- ☐ Residency Sponsor Budget (page 25).
- ☐ Artist & Sponsor Residency Agreement, one for each artist (pages 28-29).
- ☐ If applying for more than one residency, include a Consortium Residency Addendum (pages 26-27).

**Requests over \$2,500 submit TWELVE copies of:**

- ☐ NAC Grant Application Cover Page (page 15)
- ☐ Project Statistics (page 17)
- ☐ Accessibility Checklist (page 18)
- ☐ Residency Sponsor Application (pages 23-24)
- ☐ Residency Sponsor Budget (page 25).
- ☐ Artist & Sponsor Residency Agreement, one for each artist (pages 28-29).
- ☐ If applying for more than one residency, include a Consortium Residency Addendum (pages 26-27).

Residency site: \_\_\_\_\_ Artist: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone : \_\_\_\_\_ School/on-site coordinator: \_\_\_\_\_

Arts Discipline: (check only one):

- |  |                                     |                                      |  |
|--|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Architecture/design | <input type="checkbox"/> Crafts     | <input type="checkbox"/> Dance       | <input type="checkbox"/> Interdisciplinary |
| <input type="checkbox"/> Literature          | <input type="checkbox"/> Media arts | <input type="checkbox"/> Music       | <input type="checkbox"/> Photography       |
| <input type="checkbox"/> Theatre             | <input type="checkbox"/>            | <input type="checkbox"/> Visual arts |  |

How many students will be involved in the residency? \_\_\_\_\_ At what grade levels? \_\_\_\_\_

Nebraska Legislative District of residency site: \_\_\_\_\_ Proposed residency dates: Start: \_\_\_\_\_ End: \_\_\_\_\_

**A.** Describe the residency site including community and ethnic characteristics. Also describe activities in this project that will provide outreach into the community.

**B.** List goals and activities, and explain how this residency will connect to your school's curriculum and/or provide community outreach.

**C.** Describe your core group for this residency and why the group was selected (see page 22 for definition).

## ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY SPONSOR APPLICATION (continued)

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- D.** Describe the planning for this residency, including the names of project coordinator and all who participated. (College and University-based projects must include participation by the general public.)
- E.** Describe plans to extend the residency's impact, such as providing teacher or staff training, follow-up activities, etc.
- F.** Residency Schedule: Include an outline or grid which lists the day, time period, group and activity. The schedule should not exceed four hours of contact time per day. Include community outreach activities:
- G.** Residency Requirements: I have read the residency requirements on page 22 and agree to the following:
- ☐ yes ☐ no: The artist will spend no more than 4 hours per day in residency activities.
  - ☐ yes ☐ no: A classroom teacher or other staff member will be in the room during the residency activities.
  - ☐ yes ☐ no: Studio, practice space and/or storage space will be available if requested by the artist.
  - ☐ yes ☐ no: The sponsoring organization will assume the cost of all residency supplies.
- If you cannot comply with these residency requirements, please give your rationale below, or attach up to one additional page:

# ARTISTS IN SCHOOLS/COMMUNITIES RESIDENCY SPONSOR BUDGET

## Artist Residency Fees

## TOTALS

### 1. Artist Professional Fee:

Artist fee for all residencies: \_\_\_\_\_ days x \$150 = \_\_\_\_\_

1. \$

### 2. Artist Travel:

Artists may receive additional travel compensation only when the residency site is more than 30 miles from their home mailing address.

Travel for all residencies: \_\_\_\_\_ days x \$50 = \_\_\_\_\_

2. \$

### 3. Total to be paid to the artist(s) by sponsoring organization (add lines 1 & 2):

3. \$

## Artist Residency Costs

### NAC Grant Request:

#### 4. Nebraska Arts Council portion of Artist Professional Fee:

To calculate NAC portion, multiply the total on line 1 by 50%.  
Organizations of Color see instructions on page 3.

4. \$

#### 5. Nebraska Arts Council portion of Artist travel & Per diem:

To calculate NAC portion, multiply the total on line 2 by 50%.  
Organizations of Color see instructions on page 3.

5. \$

#### 6. TOTAL Nebraska Arts Council GRANT REQUEST:

Add the amounts on lines 4 and 5.

6. \$

### Sponsor Cost:

#### 7. Sponsor portion of Artist Professional Fee:

Sponsor portion is determined by subtracting line 4 from line 1.

7. \$

#### 8. Sponsor portion of Artist travel & Per diem:

Sponsor portion is determined by subtracting line 5 from line 2.

8. \$

#### 9. TOTAL Sponsor cost (Add the amounts on lines 7 and 8):

Source of funds (i.e. school district, PTO/PTA, local arts council, etc.):

9. \$

### 10. TOTAL PROJECT REVENUE (add lines 6 and 9, which should = line 3)

10. \$

## Company Residencies

Name of company: \_\_\_\_\_

Attach arts company support materials such as brochures, biographies & educational guides

### Company Residency Fees

#### 1a. Company professional fee including local production costs:

\$

(transfer this amount to line 1 above)

#### 2a. Travel & per diem: No. of individuals: \_\_\_\_\_ x \$ \_\_\_\_\_ per day:

\$

(transfer this amount to line 2 above)

# ARTISTS IN SCHOOLS/COMMUNITIES CONSORTIUM RESIDENCY ADDENDUM

To be completed by ESUs, Local Arts Councils, and School Districts requesting multiple residencies

Name of Applicant Organization: \_\_\_\_\_

## Instructions:

Sponsoring organizations that combine more than one residency site in a single application should complete the following form. A separate **Residency Sponsor Application** (pages 23-24) and an **Artist and Sponsor Residency Agreement** (pages 29-29) should be included for each residency site. All budget information should be transferred to budget pages, as indicated.

Name of site School and community	Name of artist & art discipline	Artist Fees for this site only	NAC request for this site only	Number of days	Start date day/mo/yr	End date day/mo /yr
<b>SAMPLE:</b> Neighborhood School, Anytown, Nebraska	Pablo Casals, Music	\$1,000	\$500	5 days	10 /23/03	10 /27/03
1.					/ /	/ /
2.					/ /	/ /
3.					/ /	/ /
4.					/ /	/ /
5.					/ /	/ /
6.					/ /	/ /
7.					/ /	/ /
8.					/ /	/ /
9.					/ /	/ /
10.					/ /	/ /
11.					/ /	/ /
12.					/ /	/ /

**TOTAL Artists Fees**  
transfer this amount to line 3  
on the budget, page 25.

\$	\$
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**TOTAL NAC Request**  
transfer this amount to line 6  
on the budget, page 25.

Add additional pages if necessary

continued

## ARTISTS IN SCHOOLS/COMMUNITIES

## CONSORTIUM RESIDENCY ADDENDUM (continued)

**Please complete the following items in the space provided:**

1. Outline the qualifications of the individual that will coordinate and administer the residency project among the various sites. Describe duties and responsibilities.

2. Describe the efforts of the applicant organization to promote the program and efforts to insure effective and well-organized residencies at each site.

3. Explain any other arts education efforts and activities of your organization and how these relate to the residency programs in this application.

# ARTISTS IN SCHOOLS/COMMUNITIES

## ARTIST AND SPONSOR RESIDENCY AGREEMENT

**Instructions:** The sponsor should complete all blanks except for the artist's signature. Once funding has been determined, the NAC will then forward copies to the artist for signature. The NAC will return a completed copy for the sponsor.

**AGREEMENT** by and between the sponsoring organization, hereinafter called the **SPONSOR**:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

and the approved residency artist, hereinafter called the **ARTIST**:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

WHEREAS, the SPONSOR has received funding approval from the NAC for a residency program; and whereas the ARTIST has received approval from the NAC to participate in the residency program, the SPONSOR and the ARTIST hereby agree as follows:

### SECTION 1 - Payment

The SPONSOR agrees to pay the artist on or before the last day of the residency the gross sum (including the appropriate amount of NAC grant fund(s) of:

Artistic fees \$ \_\_\_\_\_ Travel per diem \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Date of payment(s)	Amount	Date of Payment	Amount
_____	_____	_____	_____
_____	_____	_____	_____

The Sponsor understands that if an employer/employee relationship between the Sponsor and Artist does exist, then the Sponsor will be responsible for following the required Social Security (FICA) and income tax withholding procedures.

**Indicate the Artist's status by checking one of the statements below:**

- ☐ The ARTIST is deemed to be an employee of the SPONSOR (FICA and income tax will be deducted from pay).
- ☐ The ARTIST is not deemed to be an employee of the SPONSOR (FICA and income tax will not be deducted).
- ☐ The ARTIST is not a Nebraska resident. *According to the Nebraska Department of Revenue, "Any person paying a nonresident for services performed in Nebraska may be required to withhold Nebraska income tax." SPONSORS who contract with out-of-state ARTISTS should contact the Nebraska Department of Revenue to obtain form W-4NA.*
- ☐ The ARTIST will also receive the following benefits (e.g., insurance): \_\_\_\_\_

### SECTION 2 - Dates, Site(s) and Contact Person(s)

The residency will take place at the following location(s) on the specified dates:

Dates	Site	Address	Contact
_____	_____	_____	_____
_____	_____	_____	_____

The parties have hereunto set their signatures on the dates indicated below:

**SPONSOR** \_\_\_\_\_ **ARTIST** \_\_\_\_\_

**Title** \_\_\_\_\_ **Social Security No:** \_\_\_\_\_

**Date** \_\_\_\_\_ **Date** \_\_\_\_\_

The Residency Agreement continues. Read Sections 3 through 8 before signing this contract.



# ARTISTS IN SCHOOLS/COMMUNITIES

## ARTIST AND SPONSOR RESIDENCY AGREEMENT (continued)

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### **SECTION 3 - Special Conditions**

No special conditions apply to this agreement unless incorporated by reference herein and made a part of this agreement as is set forth herein.

### **SECTION 4 - Indemnification**

The SPONSOR agrees to the NAC requirement to have a certified teacher in the classroom or group leader in a community setting with the ARTIST at all times. The SPONSOR hereby agrees to hold harmless, indemnify and defend the artist from and against any and all damages, actions, causes of action, losses, injuries, liabilities, royalties, claims or other payments relating in any way to the program. The ARTIST hereby agrees to hold the SPONSOR and its agents harmless for any liability arising out of any and all acts or injuries to the artist arising out of this agreement.

### **SECTION 5 - Copyright**

Recording in any form shall not be permitted during the workshop/seminar without the prior written permission of the ARTIST. All materials distributed during the residency shall remain the property of the ARTIST and may not be reproduced for any purpose without the ARTIST'S express written permission. Any copyrightable materials produced by the ARTIST for this residency shall remain the property of the ARTIST.

### **SECTION 6 - Cancellation**

In the event it is necessary to cancel the residency, the parties agree to make good faith efforts to reschedule the residency at a mutually agreeable time within the confines of the NAC funding year (July 1 - June 30). The SPONSOR shall compensate the ARTIST in full for the residency held on the rescheduled date. If the residency cannot be rescheduled at a mutually agreeable time, this contract is null and void and another artist may be contracted.

### **SECTION 7 - Conflicts of Law**

This agreement is subject to all applicable laws of the State of Nebraska, and to the contract between the NAC and the SPONSOR for an Artists in Education project.

### **SECTION 8 - Hours and Facilities**

The SPONSOR agrees to the NAC guidelines of no more than four hours per day of contact time. The SPONSOR agrees to provide the ARTIST with studio space and/or adequate practice space.